

**Attendance:** Danny Schweers, Jeff Politis, Barbara Macklem, Denise Nordheimer, Cookie Ohlson, Carol Larson, Ruth Panella, Al Marks, Mark Wood, Brooke Bovard, Lisa Mullinax, Denis O'Regan & David Michelson

**Guests:** Warren Rosenkranz

**Call to Order** – Danny Schweers, Advisory Chair, called meeting to order at 7:34 p.m. at Buzz Ware Village Center. He presented the following agenda:

Advisory Committee  
Monday, March 4, 7:30 p.m.  
Buzz Ware Village Center

- 1) Acceptance of Previous Minutes
- 2) Discussion of Items to be Listed on  
Town Meeting Agenda
  - a) Call to order
  - b) Election of Officers and Committees
  - c) Approval of Minutes
  - d) Recognize New and Departed Residents
  - e) Visitors
  - f) Officers/Trustees
  - g) Assessors
  - h) Committees Ascending Order
  - i) Old Business
  - j) New Business,
  - k) Good and Welfare
- 3) Refreshments for Town Meeting
- 4) Old Advisory Committee Business
- 5) New Advisory Committee Business
  - Absence of Chairman at Town Assembly,
  - email forwarding addresses, & bulletin Board on BWVC,
  - Marianne Cinaglia - Up to date hard copy of Red Book for officers and chairs
- 6) Guests Comments and Questions
- 7) Set Town Meeting Agenda
- 8) Adjourn

## AGENDA

1) Acceptance of January Advisory minutes approved as presented.

2) Discussion of Items to be Listed on Town Meeting Agenda:

a) Call to order 7:34 p.m.

b) Elections of Officers & Committees (present at beginning of TA)

Barbara Macklem – Each March is elections for officers and committees.

Verification of accuracy of nominations: A draft ballot of nominees was passed around for each committee chair to initial for accuracy. When it is known that it is an accurate list, then a final draft ballot will be printed and posted to Village website.

Affidavit for an Absentee ballot is on the website.

To date four absentee ballots have been requested. Requests have to be made by March 18. The last day to return an absentee ballot is 6 p.m. on March 25.

### Ballots

Distributing ballots at the beginning of the Town Assembly. A resident of Arden for six months can vote.

Policy: At close of Advisory Meeting will be the finalization of the ballot.

Cannot accept any more nominations at close of this meeting.

### Other

Jeff Politis request registration to reconsider placing an “I” next to the incumbent.. The placement of an “I” next to incumbent was removed because it was felt that it was biased. Jeff understands that but he believes if people are happy with the way the committee is running then this will indicate who is on

list. Ruth Panella believes this was voted on years ago at a town meeting to remove the ”\*” next to incumbent.

c) Approval of Minutes

d) Recognize New and Departed Residents

e) Visitors

f) Officers/Trustees

Communications Report - Jeff Politis

Trustee - Carol Larson

Treasurer - David Michelson

Advisory - Danny Schweers

g) Assessors - Mark Wood

h) Committees Reports (Ascending Order) *(Descending: Jan & June. Ascending: March & Sept)*

Archives - Lisa Mullinax

Audit - Cookie Ohlson

Budget - Denise Nordheimer

BWVC - Denis O'Regan

The Buzz committee voted unanimously to take action on (Sherwood) green now. Advisory instructs this will be addressed in Civic Committee report and suggests that Buzz notes this in their report.

Civic - Al Marks

In response to BWVC vote to address the green in the immediate, Civic Committee will install grass reinforcement mesh on the boggy areas (approximately 1/3 of the total area of the green) which is a short-term maintenance fix until the ad hoc committee addresses the larger plan.

### **Community Planning – Mark Wood**

Community Planning along with other committees will request funds from Vacant Housing Fund for an overall storm water plan.

If further information is needed, then a public meeting can be arranged after the Town Assembly and Drew can address questions. Post to website about storm water plan.

Jeff reviewed the process for using the Vacant Housing Fund as follows:

#### **Process (established at September 2016 Town Assembly Minutes 11.6 Community Planning)**

- All collected money from the Ordinance will be accounted for as a separate Village fund in perpetuity.
- Any resident of Arden can submit a project to spend this fund by presenting it before a Committee. If the Committee accepts the project it will send the project to Community Planning Committee for their review and incorporate it in their report at the next Town meeting.
- Community Planning Committee will review the project to ensure that it meets the purpose of the fund and if so present it to the Village Officers for final approval.
- The Village Officers will review the project and have the final approval for the expenditure of this fund.

Postcard Agenda notification will read:

Community Planning (NOTIFICATION FOR REQUEST VACANT HOUSEING FUNDS)

Forest- Carol Larson

Playground – Ruth Panella standing in for Daryl Holcomb

Registration – Barbara Macklem standing in for Cecilia Vore

(at bottom of postcard agenda mailing)

\*\*Ballots distributed start of meeting, voting continues throughout meeting. Eligibility, candidates’ statements, sample ballots at arden.delaware.gov\*\*

**Safety - Brooke**

i) Old Business

j) New Business

k) Good and Welfare

3) Refreshments for Town Meeting

**Hospitality – 2019**

**\*March BWVC**

June Civic

September Community Planning

4) Old Advisory Committee Business

a) Safety Concerns for Town Meetings (Advisory Meeting March 5, 2018 New Business). Next step needs to schedule a public community meeting. Carry forward to be addressed at some other time.

b) Safety - Motion to create an Ad hoc Parking Task Force (March 2018 Town Assembly request to create Ad hoc) (Motion was defeated at the January 2019 TA because of the number of committee members (11) was too many. Still need to address parking).

Creating an Ad hoc committee to address parking issue has been discussed at length and carried forward in the advisory agenda since being charged with the task. The group expressed they now need a plan to move this task forward. Jeff suggested the following:

- All agree this is a huge community task. It is a matter of timing and process. First thing, start with Advisory or Community Planning by holding some open sessions to discuss parking concerns and issues (not b sessions).
- Develop a list of where the community members see the problems.
- Take that list and create an Ad hoc committee to evaluate the frame work in which you can add to list or remove from list. Try to understand each of these in more depth and come up with something bigger to try. Maybe address them one at a time or as a whole. Or maybe identify which ones would be Safety Committee, or Civic Committees in which they can address since it is not long-term and it needs to be dealt with.

### Summary

Public meeting and obtain feedback

Understand where the problems are

Then decide do we create an Ad hoc committee under Community Planning, Advisory or Town Assembly and let them figure it out?

Mark Wood will put this on Community Planning's agenda to establish monthly meetings and will report with updates to Advisory. There will be other committees involved as well.

#### 5) New Advisory Committee Business

- a) Transformational Ad Hoc Committee set up **Meet and Greet** for this Saturday, March 10. They asked Advisory to Co-sponsor event. Advisory can not Co-sponsor event because Ad hoc committee is a sub-committee of Community Planning and they report to them. The Ad hoc committee did not consult nor did they seek approval from Community Planning to put on a community event. At the Town Assembly they were mandated to pursue those ideas that were presented and to flush them out. They were not given permission to execute without Community Planning knowledge, input and approval.

Transformational Ad hoc has good ideas but it causes confusion when they execute on their own. Mark will talk to them to remind them of the scope of the Ad hoc Committee and define its limits, and remind them they need to report to Community Planning.

- b) Bulletin board - The lock was removed. No keys are necessary. Post meeting agendas and tack up 7 days before meeting. Al suggested low wattage lighting or solar panel lighting to reflect board.
- c) Marianne Cinaglia emailed Danny with an update to Red book for elected Personnel. She was unable to attend this meeting to discuss her ideas. This was not read into the minutes. She is not willing to put the book together but she suggests reinstating the Reference Legislative Committee to do it. Barbara Macklem pointed out that everything that is pertinent in the red book is on the website. It's time to move forward including new technology of the internet. The group said for Marianne to bring a motion to Advisory to address this.

#### Up to date Red Book for elected Personnel

After listening to the conversation at the Advisory Committee meeting, I think it would be helpful if each committee chair and other village officials had a hard copy of an updated "Red Book" containing the following materials. This material should help the Advisory Committee accomplish its mission as stated in Committee Descriptions: *...correlate and review the committees' activities.*

- Town Charter and Amendments
- Ordinances
- Responsibilities of Sections of Arden Government
  - Town Assembly as stated in Section 4 of the Town Charter: Structure of the Government
  - Chairman of the Town Assembly Section 5g and Section 14
  - Full Text Committee Descriptions
- Policies and Procedures
- Deed of Trust
- Arden Lease

The last paragraph of Section 11 of the Town Charter states: *It shall be the duty of the Town Assembly, at a reasonable time or times, to compile the ordinances, codes, orders and rule of the Town Assembly of the Village. The Town Assembly shall have a reasonable number of copies printed for the use of the officials of the Village and for public information.*

I understand that we have empty red binders and because the motion to dissolve the Legislative Reference Committee (January, 2006) contains the following language reiterating that the Town Secretary was responsible for coding new government documents and indicating that the Registration Committee, which has



five members, was responsible for maintaining the Red Book up to date, it should be no problem to assemble and distribute current copies of the documents in the binders.

- *The Town Secretary shall codify new governing documents as they are created.*
- *A copy of this Handbook shall be available for quick reference as the Town Meeting.*
- *...The Chairperson of the Advisory Committee shall offer for review and interpretation any codified reference pertinent to the discussion on the floor...*
- *The document known as the Red Book, which contains descriptions of committee duties and Arden ordinances, shall be maintained by the Registration Committee for the dissemination to new residents.*

Since responsibilities are already codified in the Charter and by approved motion, I do not think another motion to move this forward is necessary.

Marianne Cinaglia

- d) Absence of Chairman, (June 23, 1986 Town Assembly Meeting Minutes) a procedure that was approved by the Town Assembly as to who should run the meeting in the absents of the Town Chair: 1. Advisory Chair, 2. Senior Trustee, 3. Town Assembly, Town Secretary, and 4. Town Assembly Treasurer.

Brooke Bovard said a senior trustee to lead a town meeting would probably lead to a lawsuit. First order of business is to elect someone to run the meeting. They can convene but they cannot be the elected chair.

- e) Email forwarding, Some Chairman are not using the arden.delaware.gov email but are using their personal email. For those who are using their personal email, Danny will set up the gov email to be (arden.delaware.gov) forwarded to personal email. For privacy, the personal emails that were provided to Danny will not be listed. Danny will ask Cecilia and Daryl who are not present which email they use.

Jeff wants to point out - You are receiving government email on your personal account. If there is ever a lawsuit, it becomes discoverable, you are opening up your personal account to that. Jeff encourages all - if you are going to send out

an email, use the public email. Emails received go into storage. If you send an email out to your committee members, copy that email.

- f) A policy (Advisory June 2018) was created to present all motions under New Business before the committee members were aware that in 1986 a motion was presented and passed to present all motion at the Town Assembly “at the time of the report”.

Question: Do we want to take this to the Town Assembly for a vote to change it? Not for March Town Assembly but after further review.

A policy to put motions at the end of Town Assembly. (Advisory Quarterly Meeting Minutes June 28, 2018 **Motion:** Moved that the agenda stands as written with the exception that all motions be moved whether by individuals or by committees be moved to New Business. (Advisory Committee Report will present motion). **Not Approved** because a motion is not necessary).

September 1986 Town Assembly Quarterly Meeting Minutes (page 187)

**Motion:** Moved that Town Assembly handle all business of a committee at the time of the report. This would include not only discussion of the report but also any motions and old or new business. **Motion passed.**

- g) Several committees are delinquent with posting their monthly committee meeting minutes to the town website. Acknowledging that the committees have a lot of work and this adds to their work lends itself to figure out a way to lessen the work load. One suggestion is - can the committees' Town Assembly reports be sufficient to meet FOIA requirements for taking monthly committee meeting minutes? Jeff doesn't really like that idea and this has to be

investigated. Minutes need to be accessible and committees would have to provide them upon request if they are not posted on website. Those delinquent offered to update their posing of minutes. Secretary offered to help anyone who needs help posting. Just let her know.

6) Guests Comments and Questions

7) Set Town Meeting Agenda

**Motion Seconded & Approved** Town Meeting Agenda as discussed.  
Elections of Officers & Committee members.

Community Planning (NOTIFICATION FOR REQUEST VACANT  
HOUSEING FUNDS)

Bottom postcard agenda mailing

\*\*Ballots distributed start of meeting, voting continues throughout meeting.

Eligibility, candidates' statements, sample ballots at [arden.delaware.gov](http://arden.delaware.gov)\*\*

8) Adjourn

Next Advisory Meeting is scheduled for Monday, June 3, 2019, 7:30 p.m. at the BWVC.

Respectfully submitted,

Elizabeth Resko,

Village Secretary